

**MEETING ORGANIZER:** Nicole DiStasio

**ATTENDEES:** *State representatives:* Jennifer Perkins; Bard Hill; Jackie Rogers  
*Provider Representatives:* William Ashe; Theresa Earle; Jennifer Stratton  
*Recipient Representatives:* Susan Yuan

**LOCATION:** For those attending in person: AHS - WSOC Dogwood (second floor, south side)  
 For those attending via dial in: (802) 552-8456, Conference ID: 77691711, to view the webinar click/enter the following <https://meet.lync.com/vermontgov-vermont/nicole.distasio/8C7H91CC?sl=1>

**PLEASE READ/REVIEW:** *Please note: in preparation for this discussion, participants should read/review the required reading materials. You may also find it helpful to review the recommended readings in preparation, or as supplemental materials after the meeting.*

Vermont’s Needs Assessment Tool (**required**); Comparison of the Inventory for Client and Agency Planning and the Supports Intensity Scale (**recommended**); Inventory of State Functional Assessment Tools for Long Term Services and Supports (**required**); SIS-A Interview Form (**required**).

1:30 – 1:50

WELCOME, REVIEW, AND FOLLOW UPS

NICOLE

**Description:** We’ll do a round of introductions for those joining us. We’ll review the scope of work. We’ll identify other tools (such as the ICAP) and identify workgroup

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members to be researchers to report back on those other tools. We'll follow up on the items from last time:

- Jennifer: Provide an update on the Oregon supplemental questions.

**Decision Points:** Are there volunteers to research and report back on the ICAP? Are there other assessment tools you would like the group to consider? Other materials we can provide and/or review and discuss together to help the group move towards a standardized tool?

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1:50 –  
2:50

### TOWARDS A STANDARDIZED TOOL

NICOLE &  
JENNIFER

**Description:** We'll continue our discussion by reviewing the Supports Intensity Scale (SIS). We'll think about and discuss the opportunities and challenges of implementing the SIS as an assessment tool.

**Decision Points:** Thoughts on the SIS? What, if any, additional research or materials the group would like to see on the SIS?

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2:50 –  
3:00

### OPEN COMMENTS SECTION

OPEN  
FORUM

**Description:** Time set aside for non-participants to pose questions to the group and/or make comments.

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OUR NEXT MEETING'S DATE: **THURSDAY, NOVEMBER 29<sup>TH</sup> 11-1230PM**